

STATE OF COLORADO FISCAL RULES

CHAPTER 9: PAYROLL

<u>FISCAL RULE</u>	<u>NUMBER</u>
Use of the State Payroll System	9-1
Direct Deposit Payroll for State Employees Paid on the State Payroll System	9-2
Final Pay for a Terminating State Employee	9-3

NOTE: These rules have an effective date of May 1, 2000.

STATE OF COLORADO FISCAL RULES

Rule 9-1

USE OF THE STATE PAYROLL SYSTEM

AUTHORITY:

24-30-201(1)(e), C.R.S.

24-30-202(1); (8.5); (13), C.R.S.

DEFINITIONS:

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

RULE:

All State Agencies shall use the State Payroll System to record and maintain employee payroll information and data; and to pay employees, unless the State Controller has granted an exception.

STATE OF COLORADO FISCAL RULES

Rule 9-2

DIRECT DEPOSIT PAYROLL FOR STATE EMPLOYEES PAID ON THE STATE PAYROLL SYSTEM

AUTHORITY:

24-30-201(1)(e), C.R.S.
24-30-202(1); (8.5); (13), C.R.S.
24-50-104(8)(a), C.R.S. (Payment of Salaries)

DEFINITIONS:

Direct Deposit Payroll Program - A payroll program where an employee's net pay is deposited directly to the employee's legally established checking or savings account via an electronic fund transfer system.

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

RULE:

State employees paid either monthly or bi-weekly on the State Payroll System shall be on the Direct Deposit Payroll Program unless an exception is approved by the State Controller, or delegate.

STATE OF COLORADO FISCAL RULES

Rule 9-3

FINAL PAY FOR A TERMINATING STATE EMPLOYEE

AUTHORITY:

24-30-201(1)(e), C.R.S.
24-30-202(1); (8.5); (13), C.R.S.
24-50-104(8)(a), C.R.S. (Payment of Salaries)

DEFINITIONS:

State Payroll System - The official payroll system for the State of Colorado as designated by the State Controller.

RULE:

Final pay shall be available to terminating State employees as follows:

- .01 When an employee terminates employment with the State, with or without giving notice, final payment shall be made no later than their next regular pay day.
- .02 When a State Agency terminates an employee, final payment shall be made within three working days of the date of termination.